



DURHAM
COLLEGE
STUDENT
ASSOCIATION

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REVISED POLICIES OF DURHAM COLLEGE STUDENT ASSOCIATION, 2022

CHAPTER C-2

CLUBS POLICY

OFFICIAL CONSOLIDATION

Current as of

July 5, 2023



DURHAM COLLEGE STUDENT ASSOCIATION (*hereafter called the Corporation*)

CLUBS POLICY (*hereafter called the policy*).

PART I – GENERAL

Purpose

1. This policy exists to enhance the student experience of the members of Durham College Student Association by creating Clubs.

Definitions

2. The following definitions shall apply to this Policy and its Schedules:

“Student” includes members of the association, and part time students, but not Students of the University of Ontario Institution of Technology.

“Designated DCSA Staff Member” means a staff member designated by the General Manager to oversee the program and service delivery of this policy.

“High risk events” means an event which the Designated DCSA Staff Member believes to be high risk due to any of the following conditions being met: (a) the use of alcohol; (b) a sport, athletic activity, or other activities which have a higher risk of the injury to the person; (c) any activity which involves youth, children or vulnerable individuals; or (d) travel in a personal automobile.

“Medium risk events” means an event which the Designated DCSA Staff Member believes to have some risk due to any of the following conditions being met; (a) a light sport, athletic activity or any other activity which have a risk of injury to the person; or (b) travel off campus not in an automobile.

"Low risk events" means an event which the Designated DCSA Staff Member believes that there are no elements of a high or low risk event.

"Commercial" means an activity designed to for personal or corporate profit, but not for the profit of the Club.

Policy Statement

3. Clubs are organizations created by the Durham College Students Association and self governed entities of the Durham College Student Association. If an organization which is separately Incorporated petitions to be recognized as a Club they must declare that they are separately incorporated, it must have and maintain commercial liability insurance and name Durham College Student Association and Durham College of Applied Arts and Technology as co-insured on their policy.

PART II - ESTABLISHMENT OF STUDENT NETWORK

Designated Staff Member

4. The Designated DCSA Staff Member may approve an application to group of members who wish to form a Club should their proposal fit within the definition as contained in this policy.

Application

5. The approval of an application creates the Club (hereafter called Student Network).

Club – Requirements

6. A group of members may be granted a charter to form a Club, if that Club is:
 - a. non-academic but co-curricula in nature;
 - b. is not in contravention with the core values of the Corporation; and
 - c. the proposed activities of the club will benefit the members of the Corporation, not be commercial, and the members who form the club is able to abide by the policies and directions of the officers of the Corporation.
7. Clubs may have cultural or academic focus.

Application - Requirements

8. The application to form a Club shall:
 - a. in the prescribed form, including all appendixes;
 - b. contain the name and student numbers of at least three students who wish to be members of the Student Network;
 - c. contain a list of events which the Student Network wish to hold; and
 - d. other items which may be required.

Application granting

9. Upon receipt of the application, the Designated DCSA Staff Member may grant an application or refuse the application.

Refusal - reasons

10. Upon the refusal of an application, the Designated DCSA Staff Member shall note which areas which the application is deficient, and what steps which needed to correct the action.

Terms and Conditions

11. Upon the granting of the application, the Designated DCSA Staff Member may place terms and conditions on the operations of the Club

Probationary Status

12. A Student Network is on probationary status for 60 days after the approval of the application, and by the end of the probationary period shall:
 - a. hold at least one event during the probationary period; and
 - b. have at least 10 members by the end of the probationary period.

PART II - MEMBERS AND OFFICERS OF CLUBS

Members Eligibility

13. Members of the Corporation shall be eligible for membership in Club according to the interest in the madidate of the Club.

Limits on membership

14. Should a Club wish to limit the membership to Club they may request an exemption to the general membership madidate from the General Manager on the recommendations of the Designated DCSA Staff Member along with criteria as to why the exception is needed.

Election of leadership

15. The leadership of Club shall be appointed in a fair and transparent manner. If there is dispute over the manner of appointed, then any member of the Club may appeal to the Designated DCSA Staff Member.

Officers may continue after graduation

16. Should an occasion arise where a recognized Club have no officers left due to graduation, the officers may apply for an exemption for the General Manager to allow the officers to remain in office in spite of graduation for a period of time which is not more than four months.

Institute of Student Leadership

17. It is highly recommended that any student chosen for a position in a Club be registered in the Institute of Student Leadership.

Representative to meetings

18. Clubs must send a representative to any meeting for any meeting of the Corporation which arrange for orientation and training.

Appointment of non-student member or advisor

19. A Club with a specific focus may appoint a non-student to provide leadership to the club in an advisory capacity.

PART III - FINANCE AND EVENTS OF CLUBS, SOCIETIES, AND INDIGENOUS STUDENT CIRCLES

Prohibition on holding own funds

20. No Club shall hold funds of their own. The General Manager may exempt a Club from this requirement if there is assurance measures in place to ensure the funds are spent in accordance with the Financial Administration Policy.

Apportionment of clubs

21. Funds for the use of Clubs shall be apportioned after a request for funds which includes specific usages and clearly articulated goals. There shall be a limit of two thousand dollars on any such request, unless that request is extraordinary, in which case it shall be approved in the manner which is stated in the Financial Administration Policy. The funds shall be apportioned based on the following factors:
 - a. membership size of the Club;
 - b. the size and scale of the event taking place;
 - c. the previous funding used by the Club; and
 - d. the event needs.

Equity seeking groups or events

22. When a club or an event of a club is related to an equity seeking group, DCSA may offer such additional support as may be required due to the circumstances.

Discernment of funds

23. Funds shall be dispersed according to the Financial Administration Policy.

Events approval and risk

24. Events shall be proposed when requested by the Club. The proposal shall be in the prescribed form. No event shall be planned without a proposal being presented to the Designated DCSA Staff Member and no event shall be held until the Designated DCSA Staff Member has approved the event.

25. For low risk events, the only information which is required is the type of event, and budget. After the event, a form shall be submitted confirming that the event occurred and who participated in it.
26. For medium risk events, the club shall present the type of event, the budget, and what elements of the event has higher risk associated with It and how the club, society, or indigenous student circle shall mitigate that risk.
27. For high risk event, the club shall present the type of event, the budget, and how the risk of the event is being mitigated. All participation who attend the event shall sign a waver in the prescribed form stating that they understand and accept the risk of the event.

Joint events

28. Any event which is joint in nature with another organization will require additional information as may be prescribed.

Conditions on events

29. The DCSA Staff Member may place any additional conditions on any event. A decision of the DCSA Staff Member under this section is not subject to review.

Donation from community

30. A Club may receive donations of a minor nature from community members or community organization, but such a donation must first be approved by the DCSA Staff Member to ensure the integrity of DCSA.

Prohibition on funds

31. Durham College Student Association cannot fund an event which is:
 - a. offensive, misogynistic, homophobic, or otherwise inappropriate for the campus community in nature;
 - b. to promote partisan politics or the proselytization of specific religious beliefs;
 - c. to feature candidates running in the DCSA election during the campaign period;

- d. to feature candidates running in a federal, provincial, or municipal election in a manner that gives one candidate an advantage ; and/or
 - e. likely to bring the operations of DCSA or Durham College into disrepute, or would impact the image of DCSA or Durham College poorly.
32. For the purposes of section 5.11 (b), the following does not count as funding an event:
- a. the provision of a room or a virtual room;
 - b. the provision of minor shared materials such as bristle boards, markers or other office supplies; and
 - c. other minor materials which the Designated DCSA staff member feels appropriate.
33. Notwithstanding the forgoing, a Religious or Political Club may receive funding for an event if:
- a. the event is issues based, or based around exploration of dialog;
 - b. there are accredited experts who are speaking on specific issues who are speaking for educational purposes, without the promotion of partisan politics or proselytization of religion;
 - c. the event is designed for educational purposes and not to foster the interests of persons subscribing to a specific religious faith or political beliefs; and
 - d. The event is for socialization of members of a specific political or religious group, as long as the event is open to all members and the focus of the event is done in a manner which respectful of differing views and beliefs.
34. Notwithstanding the foregoing, a Religious or Political Club may receive funding of up to five hundred dollars per year for meetings of their membership which can including the purchase of food for their membership.

PART IV - DISCIPLINE, AND REVIEW

Material Breach

35. Clubs may be disciplined for material breach of this policy or behaviour which endanger the safety of the event participants.

36. If the breach is minor in nature, the Designated DCSA staff member shall discipline the Club, through written warning or restriction on the activities of the Club.

Network under review

37. A Club shall be placed under review when there has been a material breach of this policy, to such an extent that continued operations of the Club is called into existence. When this occurs, the General Manager shall review conduct of the club, including the report of the Designated DCSA Staff Member regarding this behaviour, and may decide to terminate the Student Network. The Club has the right to be heard in their own defence when under review. When the General Manager recommends the disbanding of the Student Network, the confirmation of the Management Committee is required.

38. During a review of the Club, the General Manager shall:
 - e. review the particular circumstances with the Club, with the Designated DCSA Staff Member;

 - f. To advise leadership of the Club, of the concerns raised;

 - g. To consider the views of the membership of the Club;

 - h. To consider possible alternatives to the termination of the Club; and

 - i. Make appropriate determinations regarding finding of facts.

39. Should the General Manager find through the review that the leadership of the Club acted in such a way that a material breach was caused, however such person acted alone, then the General Manager may remove and deprive a specific person from a leadership role in a Club. Such determination is subject to appeal to the Standing Committee.

40. If it appears to the General Manager that it is in the best interest of the Corporation that a Club continues to operate or a leader within the Student Network continues the duties of his or her office while a matter is under review, the General Manager may inhibit the Student Network from functioning or a leader from performing any of the duties of his or her office, until the review is complete.

Termination of a Club

41. Upon the termination of a Club the General Manager shall send a notice to the Dean of Students of Durham College.

42. Notwithstanding the foregoing, a leader shall be inhibited from performing the function or duties of their role should the accusation against the student leader be dealt with under the student discipline policies of Durham College.

PART V- ADVISORY FUNCTION OF THE STANDING COMMITTEE

Standing Committee

43. The Standing Committee may be referred items by the General Manager for consideration should the General Manager in their full discretion if the General Manager deem it expedient to refer a matter to the Standing Committee.

Report regarding Student Network

44. The Standing Committee shall once a semester receive a report from the General Manager regarding the operations of the Student Network program.

Notification of the Standing Committee

45. When the General Manager places a Club, under review or terminates the Club, the General Manager shall notify the Standing Committee.

PART VI - CONFLICT OF INTEREST

Conflict to sit

46. It is not a conflict of interest for a board member to sit as an officer of a Club under this policy.

47. It is a conflict of interest for a Board member to attempt to influence a decision made regarding a Club made under this policy

48. It is a conflict of interest for a member of the executive to sit as an officer of a Club created under this policy.

49. No officer of a Club may be a party to a contract with the Club, Society, or Indigenous Student Circle

50. No Club may be actively involved in the politics of Durham College Student Association. To their end, no Club, may:
 - j. advocate for a position, policy, or action to be done by the Board of Durham College Student Association;

 - k. advocated in favour or against a motion at the membership meeting at Durham College Student Association; and

 - l. campaign, endorse, or support a candidate in the election of Durham College Student Association.